



City Manager

Position Profile for the City of St. Marys, Georgia

The City of St. Marys Georgia is offering an exceptional opportunity for the dedicated and experienced management professional. The City of St. Marys is looking for a candidate that will encourage St. Marys to bridge the gap for the future.





The Community

The City of St. Marys offers picturesque streets lined with centuries old live-oaks draped in Spanish moss and the restorative beauty of pristine waterways and marshes. Quaint shops, charming restaurants, and comfortable hotels and bed & breakfasts await you in this very captivating community. The coastal town, of over 17,000 people, was founded in 1787 but is the second-oldest continuously occupied settlement in the United States. The City prides itself on a diverse blend of residents and has sustained a rich and varied history through the prosperity of the railroad, shrimping boats, and the paper mill.

St. Marys is home to Cumberland Island National Seashore, Kings Bay Naval Submarine Base, Crooked River State Park, an award winning public school system, the 2013 Small Hospital of the Year, scenic rivers and fabulous golf courses. It is ideally located for excellent fishing excursions, golfing, boating, hunting and every outdoor recreational activity imaginable. Within a 30 minute drive, you can access NFL football, professional baseball, breathtaking beaches, Caribbean cruise departure points, a world class zoo, performing arts center, and dozens of museums, galleries, and cultural sites.

The City is governed by the Mayor and six-member Council. A full-time City manager oversees daily operations at City Hall conveniently located on the main thoroughfare of Osborne Street. The St. Marys Welcome Center, located at 400 Osborne Street, offers displays and a video depicting the local history and beauty of the area, and a cozy lounge area with Wi-Fi. The staff can assist in finding activities that interest you. This Main Street community and recognized Tree City is rich with treasures such as Orange Hall, an antebellum house museum, the Toonerville Trolley, Oak Grove Cemetery, and the St. Marys Submarine Museum, where the history and sacrifice of the submarine force are highlighted.

As the Gateway to Cumberland Island, you can take a twice daily ferry to the Cumberland Island National Seashore to enjoy this unspoiled treasure. The St. Marys Waterfront Park features a weekly Community/Farmers Market, boat ramp, amphitheater, playground and picnic area and is flanked by the ferry departure point and Lang's Marina. You may also enjoy sports fishing, sailing charters, kayaking, bird watching, and other outdoor activities in abundance at the park or by visiting the Crooked River State Park. For summer fun, the St. Marys Aquatic Center will keep you cool and is conveniently located next to the St. Marys Public Library. There are also opportunities for plays and events at the Theatre by the Trax and a multitude of free concerts and festivals downtown. Community events include the Mardi Gras Festival, Independence Day Festival, Rock Shrimp Festival, Starry Nights Music in the Park, and more. Some popular seasonal events are the Haunted History Tour, Christmas Tour of Homes, and the Christmas in the Park celebration. For more information on what St. Marys has to offer, visit www.visitsmarys.com or www.stmarysga.gov.



City Organization

The City of St. Marys has a Council/Manager form of government. The City Council is comprised of a Mayor and six City Council members, elected at-large for four-year terms. Charter responsibilities of the City Manager include:

- Be the chief administrative officer of the City
- Be responsible to the Mayor and Council for the proper administration of all affairs of the City
- Will appoint and, when necessary for the good of the City, suspend or remove all officers and employees of the City except as otherwise provided by state law, this Charter, or personnel ordinances of the City
- Be authorized to delegate the appointment and removal powers to each department head of the City for that department
- Will prepare and submit an operating and capital improvements budget annually to the Mayor and Council
- Will prepare and submit to the Mayor and Council, at the end of each fiscal year, a report on the administrative and financial activities of the City for the preceding year
- Will make any other reports on the operation of any aspect of the City operation as the Mayor and Council may request by motion
- Will perform any other duties and exercise any other powers as directed by ordinance consistent with the City Charter and state law
- The City Manager shall appoint and remove all department heads with the consent of the Mayor and Council adopted by motion and may personally serve as department head of any and all departments
- The City Manager may enter into contracts only with the consent of the Mayor and Council adopted by motion or as authorized by ordinance
- The City Charter requires that the City Manager meet specified residency requirements

The City of St. Marys is a full-service city with 140 full-time and 31 part-time employees, which includes Water, Sewer, Streets, Police, Fire, Planning & Zoning, Code Compliance, Building, Finance, Information Technology, Human Resources, Senior Center, Tourism and Economic Development.

The FY2013-14 City budget is \$20,675,531 with \$8,560,950 allocated to the General Fund.

Mission Statement

The mission of the City of St. Marys is to provide the most responsive and progressive public services, within the resources provided, so that our citizens can enjoy the best possible quality of life.



The Ideal Candidate

The ideal City Manager candidate will be an energetic leader who can garner the respect of the City Council, staff, and members of the community with excellent communication and interpersonal skills and an outcome-based mindset. Must be a good listener, forthright and open in communication, regardless of the audience. Must have a history of building effective relationships with City Council and a proven track record of keeping the Council collectively informed of all relevant issues and concerns. Additionally, the ideal candidate should be able to:

- Have unquestionable ethics and integrity
- Provide effective, visionary and decisive leadership
- Be able to establish effective working relationships with City, County and State officials
- Be open and accessible to the citizens
- Understand the balance between serving the Council, taking direction, and providing his or her best recommendations on key issues
- Support the City Council with confidence, integrity and enthusiasm
- Follow through on City Council directives
- Be known as a person who unites, rather than divides
- Be a mentor and coach who is able to create a positive and supportive environment that motivates staff to strive for excellence, and
- Delegate responsibility and monitor project initiatives effectively

Education and Experience

- A bachelor's degree in Public Administration, Business Management (or related) is required
- MPA/MBA preferred
- Ten years experience in local government
- ICMA Credentialed Manager preferred
- Executive level management experience; preferably in a municipal organization with similar scope and complexities
- Must be familiar with all phases of municipal government



Compensation and Benefits

- Salary Range: \$100K to \$140K
- Medical
- Dental
- Vision
- Retirement

Application Process

The City of St. Marys is committed to honoring the confidentiality of applicants to the fullest extent possible, while complying with the Georgia Public Records and Meetings Law. Please submit your resume including at least five professional references and salary requirements to:

City of St. Marys - Human Resources
418 Osborne Street
St. Marys, Georgia 31558

For more information on this position contact:

Donna Folsom, SPHR
912-510-4036
donna.folsom@stmarysga.gov



www.stmarysga.gov

Other Links

Camden Joint Development Authority
www.ccjda.com

Camden Chamber of Commerce
www.camdenchamber.com

Camden Board of Education
www.camden.k12.ga.us

St. Marys Downtown Development Authority
www.stmarysdda.com

St. Mary Convention & Visitors Bureau
www.visitstmarys.com